

file "Image"
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Tmss Item of Interest , 2/14/86.

Survey of OL Information Management Program

In late 1984, the Information Resources Management Division, Office of Information Services (IRMD/OIS) initiated a plan to systematically conduct surveys of the information handling and records management practices of Agency components. These surveys are structured to cover all elements of an information management program. Paper flow, files management, files disposition, filing equipment, machine-readable records, micrographics, forms, information security, and vital records are the major program elements looked at during a survey.

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gives OIS the authority to review the information management program of Agency components to determine its effectiveness and compliance with Federal regulations. Surveys are not conducted to find fault but to recommend changes, if necessary, to improve or simplify existing information management procedures that will help people do their jobs better. Improving these procedures will result in more effective handling and storage of information as well as greater efficiency in the retrieval and usefulness of records holdings. Surveys are conducted by a team consisting of two members of IRMD and at times is augmented by other members for their expertise in a particular area. To gather data, team members interview component personnel in group discussions and conduct on-site observations of office operations. Holding group discussions with 40 to 60 percent of component personnel as a representative mix of clerical, analytical, supervisory and management positions enables the survey team to move swiftly and with minimum disruption of office routine. At the conclusion of the survey, team members will prepare a formal report containing their findings and recommendations for submission to the Director of Logistics.

To date IRMD has completed surveys of the Office of Imagery Analysis (OIA), Office of Information Services (OIS), Office of Research & Development (ORD), the Office, Office of Scientific and Weapons Research (OSWR), Office of Legislative Liaison (OLL), and is currently surveying OC. OIS's ultimate goal is to have a staff large enough to form a team of records professionals to visit components that have been surveyed and assist them in implementing the changes recommended.

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Survey of OL Information Management Program

OL senior management has met with OIS representatives and plans have been made for a survey of our office to begin in May 1986. In preparation for the survey, OL personnel should be asked to note any specific issues or problem areas in information handling or management that they are experiencing and would like to bring to the attention of the survey team. Previous surveys have encountered problems dealing with weak document control practices, poor filing systems, accumulation of records, lack of files storage space, inability to retrieve records, unnecessary duplication of correspondence and requisitions, use of outdated manual systems, creation of unofficial forms, incompatible filing equipment, etc. These problems are compounded where component personnel are unaware of their records responsibilities or uninformed about the Agency records program and how it can serve them.

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Chief, Information and Management Support Staff will be OL's point of contact with the survey team and coordinate its efforts with OL components.